

# Screensharing in Collaborate

## Summary

- Go to side panel>ShareContent>Share Application/Screen
- On pop up window, select “Entire Screen” or Chrome tab.
- Highlight the Desktop image or Pic the Chrome tab from a list of tabs that are open.
- Click Share.

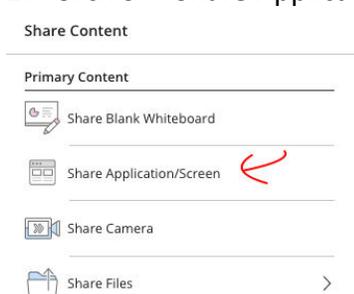
## Instructions

There are several ways to share your screen in Collaborate. Screensharing requires reliable network connectivity. If network connection is too slow, screen sharing may not work or may only work intermittently. If network connection is fine, proceed with steps below. If it is not good, the alternative is to use file sharing in Collaborate to share slides.

1. Go to the Collaborate panel and click on “Share Content”.



2. Click on “Share Application/Screen” under “Primary Content”.

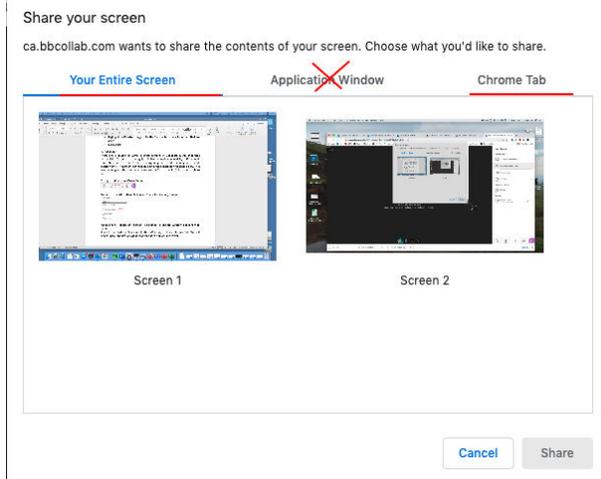


3. A pop-up window appears with the following screensharing options: Your Entire Screen, Application Window, and Chrome Tab. (We suggest **avoiding** the *Application Window* option since it is not reliable.)

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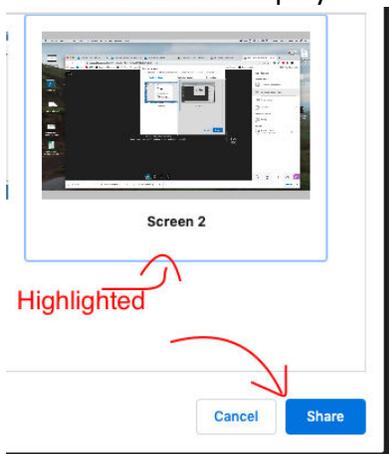


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### Sharing Your Entire Screen

4. Click the tab (usually selected first by default) “Your Entire Screen”. All options for desktop windows will show in thumbnails. This example has 2 screens to choose from. The same steps are used even if it is one screen.
5. Highlight the image of the screen to be shared. If there is one screen, highlight it by clicking on it. The Share button in lower right will change from grey to blue. Click on Share and your screen will be displayed to all participants.

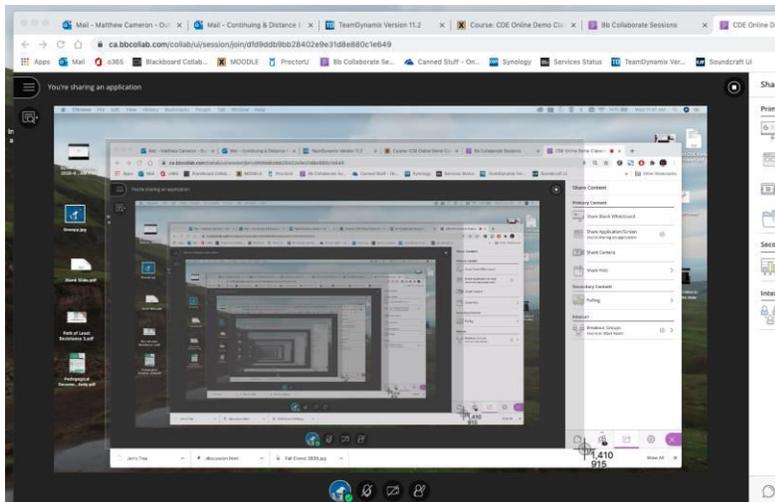


**Note:** When sharing a screen with the Collaborate page open, it will initially show as if it is sharing an infinite loop. Select another Chrome tab to show or minimize Chrome.

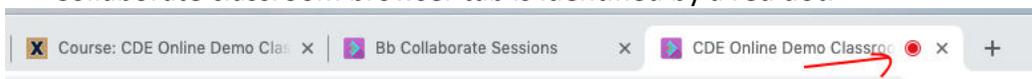
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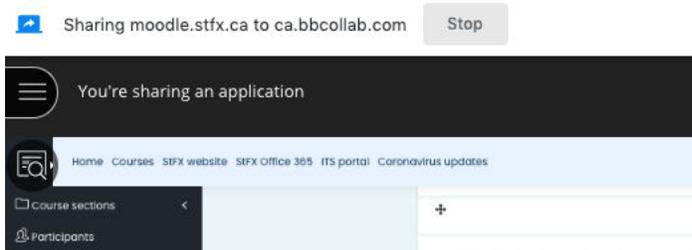


- To get back to your Collaborate classroom when showing another tab or application, the Collaborate classroom browser tab is identified by a red dot.



## Sharing a Chrome Tab

- Share a specific Chrome tab is similar to sharing your entire screen.
- Click on the “Share Chrome” tab. A list of all the Chrome tabs that are open will appear.
- Select a tab and click “Share”. Its contents will appear to attendees. Meanwhile, your computer screen will go to the chrome tab that is shared. You can go back to the Collaborate classroom browser tab at any time by clicking on the tab with the red dot.



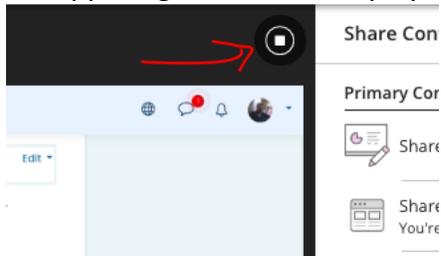
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## How to Stop Sharing

7. To stop sharing, click the stop button on the tab that is shared, or in Collaborate, (icon in upper right corner of display area.)



**Note:** When sharing a Chrome Tab, it displays that particular tab to attendees regardless of where you navigate on your own computer.

**Tip:** If you plan to navigate between tabs and apps as part of your screensharing session, sharing “Your Entire Screen” is the best option.

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